



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 14, no. 21

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October 15, 1993

## Biennial Survey Due November 1!

Last call: the 1993 Biennial Survey is due by November 1! Participation in the Biennial Survey is mandatory for all libraries, and is a condition for remaining in the Federal Depository Library Program.

Any libraries needing forms should immediately contact:

John Tate  
Depository Services Staff  
Library Programs Service (SLLD)  
U.S. Government Printing Office  
Washington, DC 20401

(202) 512-1109  
Fax: (202) 512-1432



## 7th Annual Interagency Depository Seminar Announced for May 1994

The 7th Annual Interagency Depository Seminar will be held in Washington, DC from May 18 through May 25, 1994. The week long seminar will consist of an overview of various agencies' information products and activities as they relate to Federal depository libraries. The seminar is being sponsored by several agencies, including:

- the Bureau of the Census
- the Bureau of Labor Statistics
- the Copyright Office
- the Office of the Federal Register
- the Library of Congress
- the Patent and Trademark Office,
- the Government Printing Office, and  
more to be announced.

The Interagency Depository Seminar is the most comprehensive introduction to U.S. Government information now offered (see attached schedule of events). It is aimed at documents librarians with basic working experience in a depository. In the six years that it has been offered, the seminar has become extremely popular with the documents library community. As attendance must be limited to sixty-five librarians, preference will be given to those librarians who have not previously attended the seminar and whose libraries are located outside the Washington, DC metropolitan area.

Costs for the seminar are being kept as low as possible. A \$10.00 registration fee will be the only charge. Librarians attending the seminar must cover their own travel and subsistence expenses, as no government funds are available for that purpose.

Prospective attendees should complete the registration form on page 5 and mail it, along with a check for \$10.00 made out to "GPO Cafeteria Service," to the Library Programs Service by January 31, 1994. Librarians who are officially registered for the seminar will be notified by mail. If you have any questions about the seminar, please contact the Chief, Depository Services, by telephone at (202) 512-1119 or by fax at (202) 512-1432.

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## **7th Annual Interagency Depository Seminar**

-Preliminary Agenda-

### **Tuesday, May 17, 1994**

There will be a very informal get together of seminar participants in the large meeting room of the St. James Hotel at 6:00 p.m. (see p. 4 for hotel information). Librarians will be able to meet some colleagues and agency staff in an informal setting. Those who are interested may enjoy dining together.

### **Wednesday, May 18**

#### **U.S. Government Printing Office**

The Library Programs Service (LPS) of the Government Printing Office will host the first day of the seminar. LPS staffers will describe the process by which GPO acquires, classifies, catalogs, and distributes depository publications. Staffers will also discuss the responsibilities of Federal depositories in the areas of free access, collection development, bibliographic control, depository promotion, and inspections. There will be a comprehensive tour of the LPS facility, a question and answer period, and an opportunity to network.

## **Thursday, May 19**

### **Library of Congress Presentations**

Thursday's activities will be held at the Library of Congress (LC). There will be presentations on the Library Services Division of the Congressional Research Service (CRS); document delivery services, and collections of Federal documents in the Library of Congress. Tours of CRS and other areas of LC will also be offered.

## **Friday, May 20**

### **Census Bureau Seminar**

Staff of the Census Bureau will present a status report and product review of the 1990 Census, the 1992 economic censuses, the new TIGER/Line CD-ROMs, and information on the media in which Census products are issued. Bureau staff will provide a variety of handouts and answer questions about the availability and uses of census data. Staff will demonstrate the use of census data on compact disc.

## **Monday, May 23**

### **Federal Register Workshop**

This one-half day workshop on the Federal regulatory system is presented by the Office of the Federal Register, National Archives and Records Administration. The workshop covers the regulatory process, including the relationship between laws and regulations; the important elements of the Federal Register and the Code of Federal Regulations (CFR); a research problem using the finding aids of the Federal Register/CFR publication system; and an introduction to public participation in the rule making process.

There will be additional agency presentations this afternoon. As yet, the speakers and agencies are not finalized.

## **Tuesday, May 24**

### **Intellectual Property Workshop**

A full day workshop will cover the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Copyright Office of the Library of Congress. Attendees will learn to differentiate between three types of Federal protection for intellectual property and the methods by which this information is accessed by the public. Publications and search methods, where applicable, will also be discussed.



**Wednesday, May 25**

## **Bureau of Labor Statistics**

The Bureau of Labor Statistics will present a half-day workshop covering how statistics on prices, employment/unemployment, employment projections, and compensation/working conditions are derived. Publications and search methods, where applicable, will also be discussed.

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All presentations during the seminar week will be held in the Carl Hayden Room of the main building of the Government Printing Office, the sole exception being Thursday's Library of Congress program which will be held in the Madison Building of the Library of Congress. Presentations will begin promptly at 8:30 a.m. and will last until at least mid-afternoon. All participants are expected to attend all presentations.

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## **Accommodations**

As May is a peak tourist period for Washington, accommodations can be very hard to find. A block of suites has been reserved for the seminar participants at the St. James Hotel. The hotel is located at 950 24th Street NW, Washington, DC. This hotel is in a good section of the city, one half block from a Metro station. Attendees can take the Metro train to Union Station, which is about a block from GPO.

A complete suite (bedroom, kitchen complete with china and cookware, and dining area) is available for \$115.00 per night for single or double and \$15.00 each for a third person. If you wish to reserve a suite at the hotel, you should call as soon as your seminar reservations are confirmed by GPO.

The phone number of the reservation desk at the St. James Hotel is **(202) 457-0500**. Please tell the reservation clerk that you are attending the GPO seminar and quote the above room rate. If you are interested in sharing a suite with 1 or 2 librarians attending the seminar, you may call John Tate at GPO: **(202) 512-1109**. Mr. Tate will try to match up roommates.

# 7th Annual Interagency Depository Seminar

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★ ★ ★ 1994 Interagency Depository Seminar Registration Form ★ ★ ★

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Mail to: Chief, Depository Services  
Library Programs Service (SLLD)  
U.S. Government Printing Office  
Washington, DC 20401

**Mail By: January 31, 1994**

- ☐ I would like to attend the May 18-25, 1994 Interagency Depository Seminar.
- ☐ I need lodging and will contact the hotel directly.
- ☐ I have not previously attended a GPO sponsored seminar.
- ☐ Enclosed is my check for \$10.00 payable to "GPO Cafeteria Service".

Please type or print clearly:

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (include area code) \_\_\_\_\_

## Directory of ID Numbers for GPO Staff on the FBB

When sending E-Mail messages to GPO staff on the Federal Bulletin Board (202-512-1397), please use the identification numbers listed below.

User Name	User ID	Title
Judy Russell	IDP1	Director, OEIDS
Marian MacGilvray	LPS1	Publications Librarian
Mike Clark	LPS2	Program Analyst/Ombudsman
Tony Ford	LPS3	Bulletin Board Sysop
Frank Tansey	LPS5	Administrative Librarian
Gil Baldwin	LPS6	Program Analyst
Carl Redd	LPS7	Chief, Depository Distribution Division
Sheila McGarr	LPS8	Chief, Depository Services Staff
Laurie Hall	LPS10	Chief, Shipment Control & Administration Group
Earl Lewter	LPS11	Chief, Acquisitions & Inquiry Group
Tad Downing	LPS12	Chief, Cataloging Branch

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## Readers Exchange

In response to patron requests, the Government Publications staff at the University of California, Irvine, developed a handout explaining how to access the National Economic, Social, & Environmental Data Bank (NESE) on CD-ROM. Pei Shiu, Government Publications Librarian, reports that "although NESE does have a very thorough manual on disc, most users, unfortunately, are not aware of it when they first use it and thus have constantly asked us about a printed user guide." Having gotten positive responses from users, Shiu has forwarded the handout to share with other depositories.

### National Economic, Social, & Environmental Data Bank (NESE) On CD-ROM

#### Introduction

Issued quarterly since October 1992, the National Economic, Social, & Environmental Data Bank (NESE) on CD-ROM contains information on key domestic topics in the United States related to public policy issues such as education, public health, criminal and justice statistics, environment and natural resources, and major economic indicators. It provides full-texts of over 65,000 documents, including spreadsheets, diagrams, books, reports, magazines, tables and time series. The retrieval program on the NESE CD-ROM is structured as a series of pyramids which lead the user from general information to the most specific program identified. It permits users to choose from five alternative search options:

- |                |   |
|----------------|---|
| <b>SOURCE</b>  | Search by the name of the federal AGENCY that has contributed data to the NESE. When you choose an agency, you are limiting your search to documents from that agency.  |
| <b>TOPIC</b>   | Search by general TOPIC or CATEGORY (e.g., education, government, social information, etc.). Selection of a topic results in a list of programs that address the selected topic.  |
| <b>PROGRAM</b> | Search by specific PROGRAM NAME. A program is a logical grouping of data such as the <i>Economic Report of the President</i> , School Crime, etc. There are more than 50 programs available in NESE. Selection of a program results in a list of attributes or descriptions about the selected program that may be searched further. If you are not familiar with NTDB, program is a good place to start. |
| <b>TOPIC</b>   | Search by the KEY WORD(S) contained in a title. Try typing several alternative words for this search since synonyms and abbreviations are often used by many programs.  |
| <b>ITEM</b>    | Each record in NESE is assigned a unique ID or ITEM number that can be searched. Once the unique item number is selected, it retrieves the desired record immediately.  |

## To Begin Your Search

1. Make sure that the correct CD is loaded.
2. Select **"Nat. Econ. Soc. & Environ. Data Bank "** from the main menu.
3. The Primary Selection Menu with the five search options on the **top of the screen** will appear. Use the right and/or left arrow keys to highlight the desired option. Press **<ENTER>**.
4. Each option provides you a list of choices.

Use the Right and/or Left arrow keys and **<PgDn> <PgUp>** keys to scroll to the word(s) you wish to find.

OR

The cursor can be moved to the word(s) you want by slowly **TYPING** the first few letters.

5. When you find the word(s) you want, press **<ENTER>** to select.

A check mark will appear to the left of the word(s) you've selected.

The box in the **upper right** of the screen shows the number of items meeting your criteria.

## Helpful hints:

To move the program **BACKWARDS** one step, press **<Esc>**.

To view the help screen, press **<F>**.

Commands, as available, are listed at the bottom of each screen. (See guide sheets under **FUNCTION KEYS**)

## To View Documents

1. Press **<F3>**. A list of the titles of the documents will be displayed.
2. Move the highlight bar to one title. Press **<F3>**. Document will display.
3. Each document begins with a bibliographic description.

Use arrow keys and **<PgDn> <PgUp>** keys to move through the text.

Some text or tables do not fit on the screen. Press the Right and/or Left arrow keys to view the entire table or text.

4. To return to previous screen, press **<Esc>**.
5. To see the **next document** on the title List, press **<F9>**. To see the **previous document** on the title list, press **<F10>**.



## To Copy Documents

Press <F5>. Two options, COPY TO FILE or PRINT, will appear.

**To Print:** Use the Left arrow key to highlight the word "print". Press <ENTER>.

**To Download:** (Use a DOS **formatted**, double density, 3.5" diskette for downloading)

- a. Place your diskette in the drive.
- b. Leave highlighted bar on "copy to file". Press <ENTER>.
- c. The Copy Window will display a default path and file name.

Make sure the default path is set to **Drive A**. If not, use the BACKSPACE key to delete and then type A: and the file name. For example, A:NESE will copy the selected records to the diskette in the A: drive under the file name "NESE."

The program will highlight the format in which it will copy the file. To change the format: arrow down to format options; arrow over to the format of your choice; press <ENTER>. (See guide sheets under DOWNLOADING for details.)

- d. To start downloading, press <ENTER>.

## To End Your Search

1. Press <Esc> repeatedly until you reach the Primary Selection Menu.  
OR  
Press <Alt> and the letter "Q" **at the same time** to return to the Primary Selection Menu.
2. Select QUIT. Press <ENTER>.

**For Assistance, Ask at the Government Publications Desk.**

**FUNCTION KEYS: the following keys are used throughout NESE**  
(March, 1993)

**All Function Key options, as available, are listed at the bottom of each screen.**

F1	HELP	May be pressed at any time during a search to provide instructions on the searching options available. If invoked when a user is viewing a document, the F1 key provides standard NESE footnotes, and when viewing a matrix document, provides an explanation of the coding used in column headings.
F2	INFO	Provides information on the source agency of the currently active program. When invoked while in the Text Browse Window, the F2 key provides a description of the document's information program including any non-standard NESE footnotes, and a contact name, address and telephone number for any questions specific to information contained in the information program.
F3	BULLETINS	Provides information about the current disc. (Primary Screen only.)
	VIEW	Displays available data.
	ZOOM	Displays items using full width of the screen.
F4	PLAN	Displays the current OR/AND/NOT search expression.
	HDRS	Provides definitions to column codes in matrix files when the matrix file is displayed.
	ATCH	Displays the spreadsheet attachment.
F5	COPY	Print or copy selected items.
F7	LOGIC	Allows you to change the current OR/AND/NOT logic for your selection strategy.
	FIND	Allows you to search for a word or word string within an item.
F8	MARK	Allows you to mark a range of selections at once.
F9	ITEM	Displays the previous item in the Text Browse Window.
	FIND	Searches for the previous occurrence of the designated character string.
F10	ITEM	Displays the next listed item in the Text Browse Window.
	FIND	Searches for the next occurrence of the designated character string,

DEL	Un-selects the current highlighted entry. Deletes title name from title list.
ALT<Q>	Returns you to the Primary Selection Menu.
ENTER	Accepts selected items and continues. Un-selects a currently marked item.
ESC	Allows you to close the current window and return to the previous window menu.
↑	Moves the cursor towards the top of the window one line at a time.
↓	Moves the cursor towards the bottom of the window one line at time.
←	Moves the cursor to the left by one entry.
→	Moves the cursor to the right by one entry.
HOME	Moves the cursor to the first/top entry.
END	Moves the cursor to the last/bottom entry.
PgUp	Scrolls the current window toward the top.
PgDn	Scrolls the current window toward the bottom.





# Classification/Cataloging Update

September 28, 1993

1993-15

Item #	Class #	Shipping List #	Title	Change
0024-H	A 92.18/7:989/4-2	92-0823-M	Hogs & Pigs, 9/29/89	Duplicate. Correct class: A 92.18/7:989/4
0125-B-01	A 111.2:N 95/3	92-0627-P	Nutrient Content of the U.S. Food Supply, 1909-1988	Change class to: A 1.87:50
0146-A	C 3.6/2:G 29	93-0486-P	A Guide to State and Local Census Geography	Change class to: C 3.6/2:G 29/3
0154-C	C 3.277:EC 7/987/V.2/DOC.	92-0005-E	1987 Economic Census, Technical Documentation, CD-ROM v. 2B	Change class to: C 3.277:EC 7/987/DOC./V.2 B
0192-A-02	C 55.411/3:OC 905/992	93-0239-P	Airport Obstruction Chart, Massena International - Richards Field, OC 905, April 1993	Change class to: C 55.411/3:OC 905/993
0295	PM 1.2:C 18/5/993	93-0345-P	Background Information & Sample Questions for the Examination for Careers in Business, Finance & Management Occupations, AN 3692	Change class to: PM 1.2:C 18/7/993
0327-E	D 101.22:27-100-139	93-0505-P	Military Law Review, no. 27-100-139, Winter 1993	Change item number to: 0327-G
0431-A-27	TD 4.8/5:27-1	92-0026-P	Certification of Normal Category Rotorcraft	Change class to: TD 4.8/5:27-1/991
0431-I-01	EP 1.2:SU 7/33	92-0545-P	EPA Superfund at Work, Summer 1992	Change class to: EP 1.17:520-F-92-004
0516	HE 3.2:D 36/6/993/SPAN.	93-0511-P	Incapacidad, July 1, 1993	Change class to: HE 3.2:D 63/6/993/SPAN.
0516-C	HE 3.6/3:H 88/2/SPANISH	92-0099-P	Guía para Beneficios de Incapacidad de Seguro Social y Seguridad de...	Change class to: HE 3.6/3:SU 7/5/SPANISH
0559-J	GS 12.15/4:993/1	93-0006-E	GSA, FIRMR/FAR Regulations and Publications, January 1993	Change class to: GS 12.15/2:993/1
0717-C-13	J 31.2:J 98	92-0256-P	National Juvenile Custody Trends, 1978-1989	Change class to: J 32.2:J 98/7

# Classification/Cataloging Update

September 28, 1993

1993-15

Item #	Class #	Shipping List #	Title	Change
0802-A	LC 3.4/2:9/992	92-0152-P	Works-Made-For-Hire Under the 1976 Copyright Act	Change class to: LC 3.4/2:9/2/992
0934	TD 5.2:B 63/9	91-0405-P	Buffalo, NY District, Notice to Pleasure Boat Operators	Change class to: T 17.2:P 71/3
0950	T 17.2:EX 7	93-0455-P	Explorer Intern	Change class to: T 17.2:EX 7/3
0968-H-02	J 26.9:P 96/3	93-0261-P	Bureau of Justice Assistance Publications List, Spring 1993	Change class to: J 26.9/2:993/1
0982-D-01	TD 8.2:M 85/8	91-0425-P	Motorcycle Helmets, The Facts of Life	Change class to: TD 8.2:M 85/33
1000-B	Y 4.EC 7:G 51/4	92-0378-P	Global Economic and Technological Change: PT.1 102-586	Change class to: Y 4.EC 7: G 51/4/PT.1
1000-B	Y 4.EC 7: G 51/5/PT.2	93-0203-P	Global Economic and Technological Change: PT.2 102-586	Change class to: Y 4.EC 7: G 51/4/PT.2
1015-A	Y 4.ED 8/1-12: 993/v.5	93-0359-P	A Compilation of Federal Education Laws, v. 5 as Amended through 12/31/92	Change class to: Y 4.ED 8/1-12: 992/V.5
1020-A	Y 4.J 89/1: 103/119	93-0487-P	Restructuring the Central Judicial Dist. of Columbia	Change class to: Y 4.J 89/1:102/119
1042-A	Y 4.J 89/2: S. HRG. 103-505/PT.11	93-0487-P	Confirmation Hearings on Federal Appointments	Change class to: Y 4.J 89/2:S.HRG. 102-505/PT.11
1051-J-01	Y 3.N 88:11-3/V.37/NO.6	93-0546-P	Nuclear Regulatory Commission Issuances, v. 37, no. 6. June 1993	Change class to: Y 3.N 88: 11-2/V.37/NO. 6
1070-M	Y 3.T 22/2: 2 AD 9/2	93-0501-P	Adult Literacy and New Technologies, Tools for a Lifetime, Summary, 7/93	Change class to: Y 3.T 22/2:2 AD 9/2/ SUMM.
1070-M	Y 3.T 22/2: 2 AD 9/3	93-0507-P	Adult Literacy and New Technologies, Tools for a Lifetime, July 1993	Change class to: Y 3.T 22/2:2 AD 9/2
1094	Y 3.SE 5:2 of 2	93-1034-M	Federal Offender: A Program of Intermediate Punishments...	Change class to: Y 3.SE 5:2 AL 6



# Contractor-Issued Microfiche Shipping Lists

September 30, 1993

1993-10

Shipping List #	Shipping List Date	Contractor	Contract #
93-1029-M	08-27-93	ANACOMP	456
93-1030-M	08-30-93	ANACOMP	456
93-1031-M	08-30-93	ANACOMP	456
93-1033-M	08-06-93	ANACOMP	456
93-1034-M	08-23-93	ANACOMP	788
93-1035-M	08-24-93	ANACOMP	788
93-1035-M	08-06-93	IPI	562
93-1037-M	08-06-93	IPI	562
93-1038-M	08-06-93	IPI	562
93-1039-M	08-06-93	IPI	562
93-1040-M	09-13-93	MICROFORM	613
93-1041-M	08-13-93	IPI	795
93-1043-M	08-13-93	IPI	795
93-1044-M	08-13-93	IPI	795
93-1045-M	08-13-93	IPI	795
93-1046-M	08-20-93	IPI	795
93-1047-M	08-20-93	IPI	795
93-1048-M	08-20-93	IPI	795
93-1049-M	08-20-93	IPI	795
93-1050-M	08-30-93	ANACOMP	456
93-1051-M	09-20-93	ANACOMP	532
93-1052-M	09-20-93	MICROFORM	532
93-1053-M	09-20-93	MICROFORM	354
93-1054-M	09-20-93	MICROFORM	613
93-1055-M	09-20-93	MICROFORM	532
93-1056-M	09-20-93	MICROFORM	532
93-1057-M	08-30-93	ANACOMP	456
93-1060-M	08-09-93	ANACOMP	456



## Contractor-Issued Microfiche Shipping Lists

September 30, 1993

1993-10

Shipping List #	Shipping List Date	Contractor	Contract #
93-1065-M	09-20-93	MICROFORM	354
93-1065-M	08-31-93	ANACOMP	788
93-1067-M	08-30-93	ANACOMP	456
93-1068-M	09-20-93	MICROFORM	532
93-1069-M	09-01-93	ANACOMP	456

## Separate Paper Shipping Lists

September 29, 1993

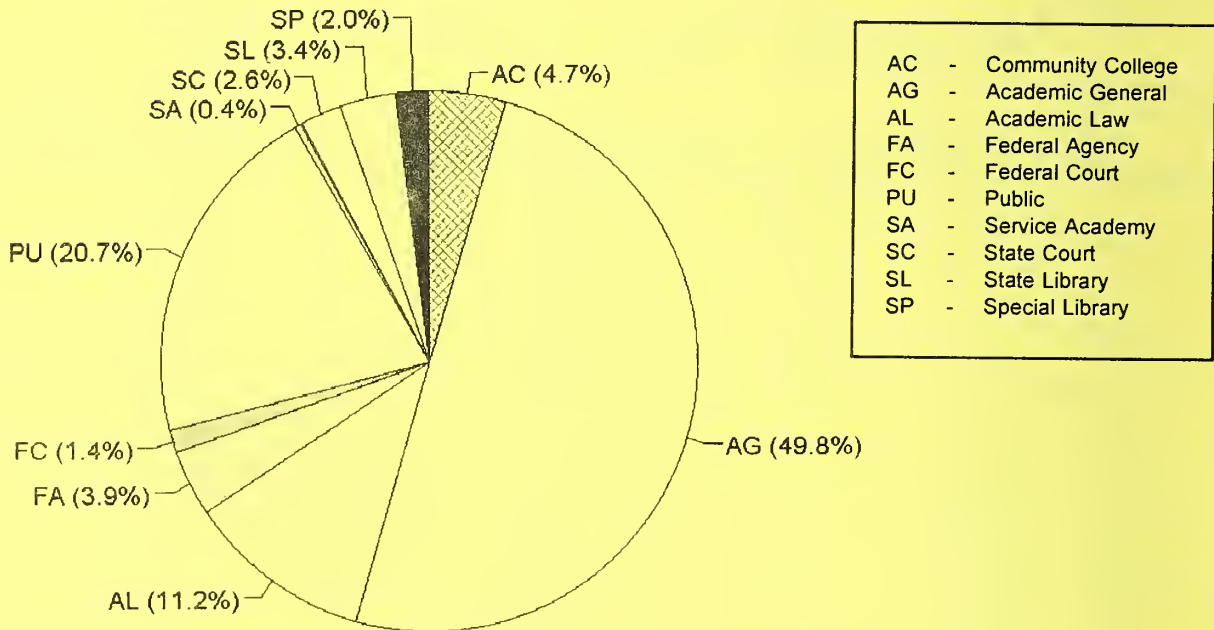
1993-05

Shipping List #	Shipping List Date	Distribution Date
93-523-P	09-03-93	09-06-93
93-512-P	09-08-93	09-06-93
93-513-P	09-03-93	09-10-93
93-514-P	09-03-93	09-10-93
93-528-P	09-13-93	09-10-93
93-523-P	09-14-93	09-15-93
93-528-P	09-08-93	09-16-93
93-534-P	09-17-93	09-20-93
93-542-P	09-08-93	09-22-93
93-543-P	09-22-93	09-23-93
93-549-P	09-23-93	09-24-93
93-557-P	09-28-93	09-24-93

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### Percentage of Each Library Type in the Depository Library Program, As of 9/23/93



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